

TOWN of NATICK

EXIT INTERVIEW FORM

Name: _____ Supervisor / Manager: _____

DOH: _____ Last Day Worked: _____

(1) Why are you leaving the Town? Where are you going?

(2) What, if any circumstances would have changed your decision to leave?

(3) Do you believe your new position will offer you something positive that employment with the Town did not offer? If so please explain.

(4) Was the work you performed for the Town both challenging and rewarding?

(5) What was the most satisfying part of your job?

(6) What part of your job did you find the least rewarding?

(7) Was the work you performed; what you expected?

(8) If you had the authority to make one change within your department, what would it be?

(9) How would you rate the morale within your department?

(10) How would you rate the communications within your department between you and your supervisor? Between you and your coworkers?

(11) How would you rate the degree of respect between you and your manager? Between you and your coworkers?

(12) How would you rate the following benefits offered to Town employees?

PLEASE CHECK ONE:	Excellent	Good	Fair	Poor
Overall Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any benefits you feel we should improve, or are there any benefits you believe were missing we should provide?

Please suggest how you believe we can make the Town a better place to work?

REMEMBER TO:

Remove all personal items from your desk / workstation:

Confirm your correct home address on file

Return all of the following that are applicable:

Office keys

Parking Pass

Cell phones/ pagers/ radios/Blackberry's

Electronic access keys

Laptops

Other